



B.J. Walker, Commissioner
Sharon E. Dougherty, Director

Georgia Department of Human Resources • Office of Regulatory Services • Personal Care Home Program
Two Peachtree Street, NW • Suite 31-447 • Atlanta, Georgia 30303-3167 • (404) 657-4076 • FAX (404) 657-3655

Dear CLA Applicant:

Applicants for a CLA permit that are currently licensed as a Personal Care Home (PCH) should submit to ORS a complete application form and a Letter of Verification signed by the MHDDAD Regional Office. Please **see Section VIII** of the “CLA Steps for Successful Application.”

Applicants for a CLA permit that are NOT currently licensed as a PCH should follow the instructions in the **INITIAL APPLICATION PACKAGE**. See Section I of the “CLA Steps for Successful Application.” All enclosed forms except the “RULES CHECKLIST” must be completed and returned to this office. Follow the steps below.

1. **To obtain a permit for a CLA, you must first be an approved provider through the Division of Mental Health, Developmental Disabilities and Addictive Diseases (MHDDAD) or under subcontract to an approved provider. To become an approved provider, contact the appropriate MHDDAD Regional Office for information. To subcontract with an approved provider, contact the appropriate MHDDAD Regional Office for a list of approved providers.**
2. Read the enclosed copy of the Rules and Regulations for Community Living Arrangements, Chapter 290-9-37. Make sure you fully understand all the rules you are responsible for meeting as a licensed community living arrangement provider.
3. Read carefully and answer all questions on the enclosed copy of the “RULES CHECKLIST” for Community Living Arrangements. This form is solely for your use in helping you determine if you meet the rules. **DO NOT RETURN IT.** If there are rules you do not meet, you are to start taking action to meet that rule or rules. After you have determined that you are in compliance with the rules, have obtained all other necessary inspections as identified on the “CLA APPLICATION CHECKLIST,” submit your completed application package to the Office of Regulatory Services (ORS). Staff will call you to schedule an initial on-site inspection. **NOTE:** Failure to demonstrate compliance during the initial survey may delay the issuing of your permit to operate a community living arrangement.
4. Ensure that you have met all local requirements. Local requirements vary by county and by cities within a county. Your plans may need to be reviewed by a local or state fire safety inspector. You may need to meet local zoning requirements. You may be required to obtain a business license. There may be fees associated with various reviews, inspections, permits, or licenses. Check these local requirements out carefully.
5. CLA owners (those owning a 10% or more interest) and all employees must obtain a satisfactory fingerprint record check determination through a DHR-DFCS Office or through Cogent-GAPS or provide evidence of a satisfactory fingerprint record check within 12

months of the date of the application. NOTE: All fingerprints are now processed electronically. Please see the memo "*Fingerprint Records Checks and the Elimination of Manual Fingerprint Cards*" and "*Fingerprinting Process Using COGENT Instructions*" for complete instructions regarding fingerprinting.

6. Complete the application. Be sure to read the application fully, complete all blanks, and date and sign the application. Also carefully review and follow the CLA STEPS FOR SUCCESSFUL APPLICATION. These steps advise you of other inspections or documentation that must be obtained and submitted as part of your application package.
7. Return the application, MHDDAD letter of verification, inspections and other materials required in your application package to the following address:

Personal Care Home Program
Office of Regulatory Services
2 Peachtree Street, N.W., Suite 31.447
Atlanta, Georgia 30303-3167

You are responsible for meeting all the Rules and Regulations for Community Living Arrangements. Your signature on the application form certifies to the Department of Human Resources that you have read and that you do meet those rules.

The Department is responsible for inspecting all homes prior to licensure. You may also be inspected on an annual basis. All complaints received about the operation of a community living arrangement are investigated by unannounced visits. **Your signature on the application form is also your consent for survey staff to visit your home at any time to investigate complaints as appropriate.** Please note that while most complaints may be investigated during normal business hours, some complaints may require visits on weekends or at night. You are expected to cooperate with all investigations.

When your application has been deemed complete and the residence is in compliance with all requirements, you will receive a permit. Receipt of this permit is authorization to begin operation of your community living arrangement. Please allow adequate time for processing of your application.

If you cease operation of the community living arrangement or if you move, your permit is not transferable and should be returned to the ORS. If you cease providing services exclusively to residents funded by MHDDAD, you no longer meet the requirements of a CLA and you should return your permit to ORS and obtain an appropriate license.

If you have questions about the licensing process, you may contact an application specialist with ORS at 404-657-4076. Interpretive Guidelines will be developed to explain the purpose or purposes of the rules and provide guidance regarding those things that a licensing surveyor will check to determine whether a rule is met or the ways a surveyor will check compliance with the rules. Contact ORS or check the ORS website for information about the availability of the manual. Finally, training is provided on an annual basis. Call ORS to request a training brochure or check the ORS web site at www2.state.ga.us/Departments/DHR/ORS for training information.